

~~CONFIDENTIAL~~
Attachment

Suggested Topics to be Discussed
With Office of Operations

1. Classification of Company Data

25X1A [REDACTED] company furnishes data to or prepares a study for the Industrial Division of the Office of Research and Reports, the company should be requested to state its limitations on the distribution of its data. It is recommended that a form be prepared listing the following limitations:

- a. ☐ CIA May Distribute This Report To Requesting US Intelligence Agencies Only, Subject To Their Security Agreement and Approved Fields of Interest.
- b. ☐ CIA Internal Use Only. ☐ This is a control used for information which if disclosed would violate existing Agency policy regarding protection of sources and methods. It may be used alone or in conjunction with a defense classification. Information so marked may not be released or shown to anyone outside the Agency without permission of the originating office. Within the Agency, information so marked may be released only to full-time Agency employees and is not to be disseminated to consultants, external projects, or reserve personnel on short-term active duty unless permission of the originating office is obtained.

A company giving data to CIA should be asked to check one of the above limitations. The company should be assured that the above limitations insure that the data collected from the company will be treated as proprietary data and will not be revealed to other interests or companies.

2. Procedure to be Followed in Requesting Data from US Companies

- a. OO should arrange for a meeting between company and D/I representatives.
- b. OO should accompany D/I to the meeting, but D/I should present the request and explain the need for such a request.
- c. The company should be given the name and phone number of a D/I analyst who is to answer all questions which may arise during preparation of the answer to the request.
- d. OO should pick up the study upon its completion.
- e. After receipt and study of the data, another meeting between D/I and the company may be required in order for ORR to fully understand the data.

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This procedure is not suggested with the intention of usurping any OO functions. The above procedure is suggested because the analyst requesting the data is believed to be the one best qualified to explain the request to the company. The request is often of such a technical nature that the OO field man could not be expected to explain the requirement nor to answer the questions the company might ask regarding the request. If questions and answers have to be passed back and forth between the company and D/I through the OO field office and OO headquarters some of the substance is likely to be filtered out.

3. Direct Contact of Consultants by ORR

There may be instances in which data are required from industry on short notice. In such cases, ORR may have to contact directly one or more of its industrial consultants for the necessary data instead of going through OO.

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TRANSMIT SLIP		DATE
25X 1A9a		18 Sept. 1956
TO:	[REDACTED] D/I	
ROOM NO.	[REDACTED]	
REMARKS:		
<p><i>Henry handles for</i> <i>our telephone</i> <i>conversation</i> 25X 1A9a [REDACTED] <i>Jody</i> <i>Please file.</i></p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION
1113	M	8666
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED.

(47)